# NATIONAL EXCHANGE CARRIER ASSOCIATION, INC.

## Universal Service Fund
## Loop Cost Algorithm

### Cost Companies

| Line | Formula | Description |
|------|---------|-------------|
| 17. | AL3 * (DL530 + ((DL815/DL800) * DL830)) | Depreciation and Amortization Expense assigned to C&WF Category 1 |
| 18. | AL4 * ((DL510 + DL515 + DL520) + ((DL805/DL800) * DL830)) | Depreciation and Amortization Expense assigned to COE Category 4.13 |
| 19. | (AL5 + AL6) * (DL535 + DL550 - DL540 - DL555) | Corporate Operations Expense assigned to C&WF Category 1 and COE Category 4.13 |
| 20. | (AL5 + AL6) * DL650 | Operating Taxes assigned to C&WF Category 1 and COE Category 4.13 |
| 21. | (AL5 + AL6) * DL600 | Benefits assigned to C&WF Category 1 and COE Category 4.13 |
| 22. | (AL5 + AL6) * DL610 | Rents assigned to C&WF Category 1 and COE Category 4.13 |
| 23. | (AL1 + AL7 - AL9) * 0.1125 | Return Component for C&WF Category 1 |
| 24. | (AL2 + AL8 - AL10) * 0.1125 | Return Component for COE Category 4.13 |
| 25. | Sum of AL13 thru AL24 | Total Unseparated Costs |
| 26. | AL25/DL060 | Study Area Cost per Loop |

# USF System Guide
# Data Collection

# Table of Contents

## Chapter 1

## Chapter 2

## Chapter 3

# Chapter 4

# Chapter 5

# *Introduction*

# Chapter 1

# Introduction

The National Exchange Carrier Association, Inc., (NECA) has
developed the USF System to simplify compliance with FCC rules
requiring Exchange Carriers to submit annual cost data. Exchange

# About This Guide

Each chapter in this document describes a specific USF System function. Step-by-step procedures along with screen illustrations are provided for every menu option. The following text describes the contents of each chapter.

■ **Introduction** - Explains the purpose and contents of this document.

■ **Getting Started** - Provides necessary information about using USF such as logging on and logging off, using the keyboard, accessing the USF Main Menu, and getting news from NECA.

■ **Data Entry** - Describes and illustrates how to enter, validate, and adjust data. Also, provides information about error conditions, explains Normal Release and Special Release, and provides instructions for releasing data.

■ **USF2010 Comment Input** - Provides information about adding, changing, and deleting the comments that support out-of-range variances.

■ **Reporting** - Provides instructions for accessing the Reports Menu, selecting a report, and routing the selected report to the screen, printer, or disk file.

# Other Related Documents

Whenever possible, reference to other related documents is included in each chapter. You may want to review some or all of the documents listed below.

- *USF Reference Guide*
- *USF Data Collection Instructions*
- *USF Data Collection Form*
- *USF Loop Count Guide*
- *USF Loop Cost Algorithm*
- *Settlement Systems Full-Screen User Manual*

# Updating This Guide

You may periodically receive updated sections to this guide and other related data collection materials. These updates are sent to you so that you will always have the most current information. All updates should be inserted into the appropriate section of the guide.

# Contact Information

If you have questions about the FCC requirements, submitting data, using the USF System, or other pertinent topics, contact the NECA representative for your company's region. The following chart provides the name and telephone number of each NECA Regional Coordinator and Regional Director.

| Region | Coordinator/Director | Telephone # |
|---|---|---|
| Eastern | Ed Andersen | 1-800-228-8398 |
| Southern | Azita Sparano/Ellen Bryson | 1-800-223-7751 |
| Midwest | Ralph Pollpeter/John Boehm | 1-800-323-4953 |
| Southwest | Ken McGann/Pat Milburn | 1-800-351-9033 |
| Pacific | Rosalinn Swanson/ Larry Sampson | 1-800-223-8495 |
| Western (Denver) | Carol Soss/ Don Jackson | 1-800-892-3322 |
| Western (Omaha) | Larry Stevens/ Tim Dupic | 1-800-228-0180 |

# Getting Started

# Chapter 2

# Getting Started

The information in this chapter will help you use the USF System. Where other chapters in this manual are function specific, "Getting Started" provides information related to all USF functions. Read this chapter before you log on to the USF System or attempt to select any USF Main Menu option for the first time.

## About This Chapter

The following topics are discussed in this chapter.

- How to log on to and log off of the USF System
- How to access and select options from the USF Main Menu
- How the keyboard works
- How NECA sends general news and information to you

# Logging On

To provide quick access to the USF System for data collection and reporting, NECA has provided a modified version of Procomm Plus®, a communications software product. When you load and use this macro-driven program, your PC is quickly linked by modem, through the IBM network and CICS, to NECA. All you need to type is the executable command to start the macro.

The modified Procomm Plus® files should already reside on your hard drive. If you need more information about how to use the communication software, contact your NECA Regional Coordinator.

**Note:** If necessary, refer to the *Settlement Systems Full-Screen User Manual* for manual log on procedures.

# Getting Your NECA ID and Password

You must have a valid User ID and Password for the USF data entry and reporting functions. Contact your designated company or NECA

```
CESS - CICS/VS SIGNON - ENTER USERID AND PASSWORD


   USERID:
   PASSWORD:
   NEW PASSWORD:






Alt-S FOR HELP*  IBM 3101 * FDX *   1200 N71 * LOG CLOSED * PRINT OFF * ON-LINE
```

**2.a**    NECA Sign On Screen

2. Type in the NECA **USER ID** assigned to you and press **TAB**.

3. Type your assigned Password in the **PASSWORD** field and press **Enter**.

   *A "sign-on complete" message is displayed.*

**Note:** For security purposes, your Password is not displayed on the screen as you type. If you type the wrong User ID or Password, you will be prompted to retype the Password. If you know that you incorrectly keyed your User ID, press the **Backspace** key to return to the USER ID field. If you correctly enter both fields, a "sign-on is complete" message is displayed.

4. Type **CTRL F7**.

5. Type "NECA" and press enter.

6. The "Application Selection Menu" is displayed. Type the number that corresponds to the Universal Service Fund and press **ENTER**.

# How to Change Your Password

For security purposes, you should change your Password periodically. The following procedure explains how to change your own Password directly on the NECA Sign On Screen.

1. After typing your current User ID and Password, move the cursor to the **NEW PASSWORD** field.

2. Type a different Password in the **NEW PASSWORD** field and press **Enter**.

   *For verification purposes, you are prompted to retype the new Password.*

3. Type your new Password again in the **NEW PASSWORD** field and press **Enter**.

   *A confirmation message is displayed. You must use your new Password the next time you sign on to NECA's USF System.*

4. Press **Enter**.

   *The USF Main Menu is displayed.*

# The USF Main Menu

Your User ID and Password determine which options are displayed on the USF Main Menu. For Exchange Carriers, the four options usually available on the USF Main Menu are Data Entry, USF2010 Comment Input, Reporting, and News. For NECA Regional Coordinators, a fifth option, Data Entry Adjustment, is usually available. However, NECA can lock an option; a locked option does not appear on the menu. Generally, you will be notified when an option is going to be unavailable.

The following chart explains each option on the USF Main Menu.

| Choose This Option | If You Want to |
|---|---|
| Data Entry | Add, change, or delete USF data for a particular study area and period |
| Data Entry Adjustment | Add, change, or delete data submitted by Exchange Carriers (NECA only) |
| USF2010 Comments Input | Add, change, or delete comments to explain range variances |
| Reporting | Request a report |
| News | Display news bulletins from NECA regarding USF data collection |

You select an option by typing the corresponding number at the **EN-TER YOUR SELECTION** prompt and pressing **Enter.** Then the appropriate screen is displayed. If you want to exit the USF Main Menu, press **PF12.** An example of this screen follows.

```
UFS8280  $000          N... E... C... A... INC.         04/17/91
VER  05.00                  USF MAIN MENU                10:53:33


                  EXCHANGE CARRIER USF OPTIONS

                  1.  USF DATA ENTRY

                  2.  REPORTING

                  3.  NSWS

                  4.  USF2010 COMMENT INPUT




                       ENTER YOUR SELECTION:  __

                       PF12=EXIT USF SYSTEM
```

**2.b    NECA Main Menu**

# Navigating

Navigating in this sense, refers to moving around the NECA data collection and report request screens. Your keyboard has certain special keys that allow you to:

- Move the cursor within a field
- Move the cursor from field to field
- Move from screen to screen
- Enter commands
- Perform functions

The following text explains how and when you can use the navigation keys.

## The Cursor Movement Keys

From any screen, use the following keys to move the cursor as indicated.

| If You Press | The Cursor Moves |
|---|---|
| **Tab** | From the current field to the next field |
| **Shift-Tab** | To the first position of the previous field (hold down the **Shift** key and press the **Tab** key at the same time) |
| **Backspace** | One position to the left within a field and erases the previous character |
| **Space Bar** | One position to the right within a field and erases the character |
| **←(Left Arrow)** | One character to the left |
| **→(Right Arrow)** | One character to the right |

Note: Do not use the ↑ (up arrow) or the ↓ (down arrow) to move to another field. You could place the cursor in a restricted area of the screen causing the keyboard to lock. If this does occur, use the **Reset** key to unlock the keyboard.

## The Command Keys

You or your system support personnel can assign certain functions to any key on your keyboard. Before using the USF System, learn which keys perform the functions described below.

| Press | To |
| --- | --- |
| **Clear**<br>(Ctrl + PF7) | Clear the screen and return you to the initial display of the current screen |
| **Enter** | Accept and process menu selections and/or display the next logical screen |
| **EOF**<br>(Ctrl + PF8) | Erase input from the cursor to the end of the field |
| **Reset**<br>(Ctrl + R) | Unlock the keyboard |

## The PF or F Keys

Your keyboard contains keys programmed to perform certain functions for the USF System. The keys may be located in a single row across the very top of your keyboard or in two columns to the left of the regular keys. Depending on the type of equipment you are using, the keys are labeled **PF1** through **PF10** or **PF12**, or **F1** through **F10** or **F12**.

Depending on your keyboard, you may need to press more than one key for a particular function. For example, to exit the system you may need to press **Shift** and **PF12** at the same time. Check with your system administrator to learn about your keyboard configuration.

The following chart describes the purpose of each function key.

| Press | To |
|-------|-----|
| PF2 | Return to first screen page of a report |
| PF3 | Scroll error messages forward |
| PF4 | Scroll error messages backward |
| PF5 | Release submitted data |
| PF6 | Special Release submitted data |
| PF7 | Page backward (when no more information is available, a message is displayed) |
| PF8 | Page forward (when no more information is available, a message is displayed) |
| PF9 | Cancel the current transaction and restore the data to its previous value |
| PF10 | Delete the transaction |
| PF11 or Shift-PF1 | Save the transaction and return to the USF Data Selection Screen |
| PF12 or Shift-PF2 | Save the transaction and return to the USF Main Menu. Use to exit the USF System from the NECA Sign On Screen. |

Note: The available PF Keys are displayed at the bottom of each screen.

# Getting the News

Essential news and information is regularly broadcast from the NECA
Headquarters to the USF System users. When you initially log on to
the system, the most current broadcast is displayed on your screen.
Instructions for moving to another news screen or the USF Main Menu
are displayed at the bottom of the screen. Once you access the USF
Main Menu, you can select the NEWS option to display the News
Screen again.

Note: If you want to print the News Screen on your local printer, hold down
the Shift and Print Screen keys at the same time.

# Logging Off

Just as you must hang up to end a telephone conversation, you must also disconnect from the USF System when you are finished working by logging off.

Be sure to log off whenever you complete a work session or leave your terminal for any length of time.

## How to Log Off

The following procedure explains how to exit the USF System.

1. If necessary, press **PF12** to return to the USF Main Menu.

2. Press **PF12** again.

   *For a brief moment, the screen is blank. Then a message is displayed at the upper left corner indicating that you are no longer in the USF System.*

3. Follow the necessary steps to disconnect your modem and return to the DOS application.

   **Note:** Usually to disconnect, you press **Alt+X**. Then type **Y** in response to both prompts asking if you want to hang-up the line and return to DOS.

# *Data Entry*

# Chapter 3

# Data Entry

The FCC rules require Exchange Carriers to submit data annually to
NECA for the purpose of determining and allocating support costs.
Though manual entry of data is permitted, NECA has created the USF
System for online data collection. Exchange Carriers can submit data
directly to NECA's computer data base.

## About This Chapter

The following topics are discussed in this chapter.

- Accessing and using the USF Input Screens
- Correcting data line errors
- Removing a transaction
- Releasing or Special Releasing data
- Adjusting data